

NSHS ESC MEETING MINUTES for 26 April 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Update Directorate Processes
2. Financial Briefing
3. Registrar update
4. Review element 8 of the Quality Manual

LEADER: CAPT Wynkoop

**FACILITATOR: CDR Whalen, CDR Baker,
LT Leonard, MR Kirkbride**

TIME:

FROM: 09:00 TO: 1100

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- CAPT Miller
- CDR Hearin
- HMCM Castillo
- HM2 Pitt
- MR Behnke

- CAPT Welbourn
- MR Dumbeck
- LT Miller
- Mr. Kirkbride (Adhoc)
- CDR Baker (Adhoc)

MEMBERS NOT PRESENT

- LCDR Kennedy
- CDR Luke
- LT Leonard (Adhoc)
- CDR Whalen (Adhoc)

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 19 April 2001.	CAPT Wynkoop	
Update Directorate processes	Directors briefed their directorate processes. (See enclosure 1)	Directors	
Financial Briefing	The ESC members were briefed on the mid year FY01 financial status. (see enclosure 2)	LT Miller	
Registrar update	The ESC members were given an update for selecting an ISO Registrar. It was decided that the Senior Staff would be the Source Selection Committee for selecting a Registrar.	LCDR Nosek	
Elements 8 of the Quality Manual	The ESC members reviewed and edited element 8 of the Quality Manual. Action item: The ISO-IT will format the Quality Manual and present it to the ESC for final redlining.	CDR Baker	
Set agenda for next meeting	Next scheduled ESC meeting and agenda will be determined at a later date.		

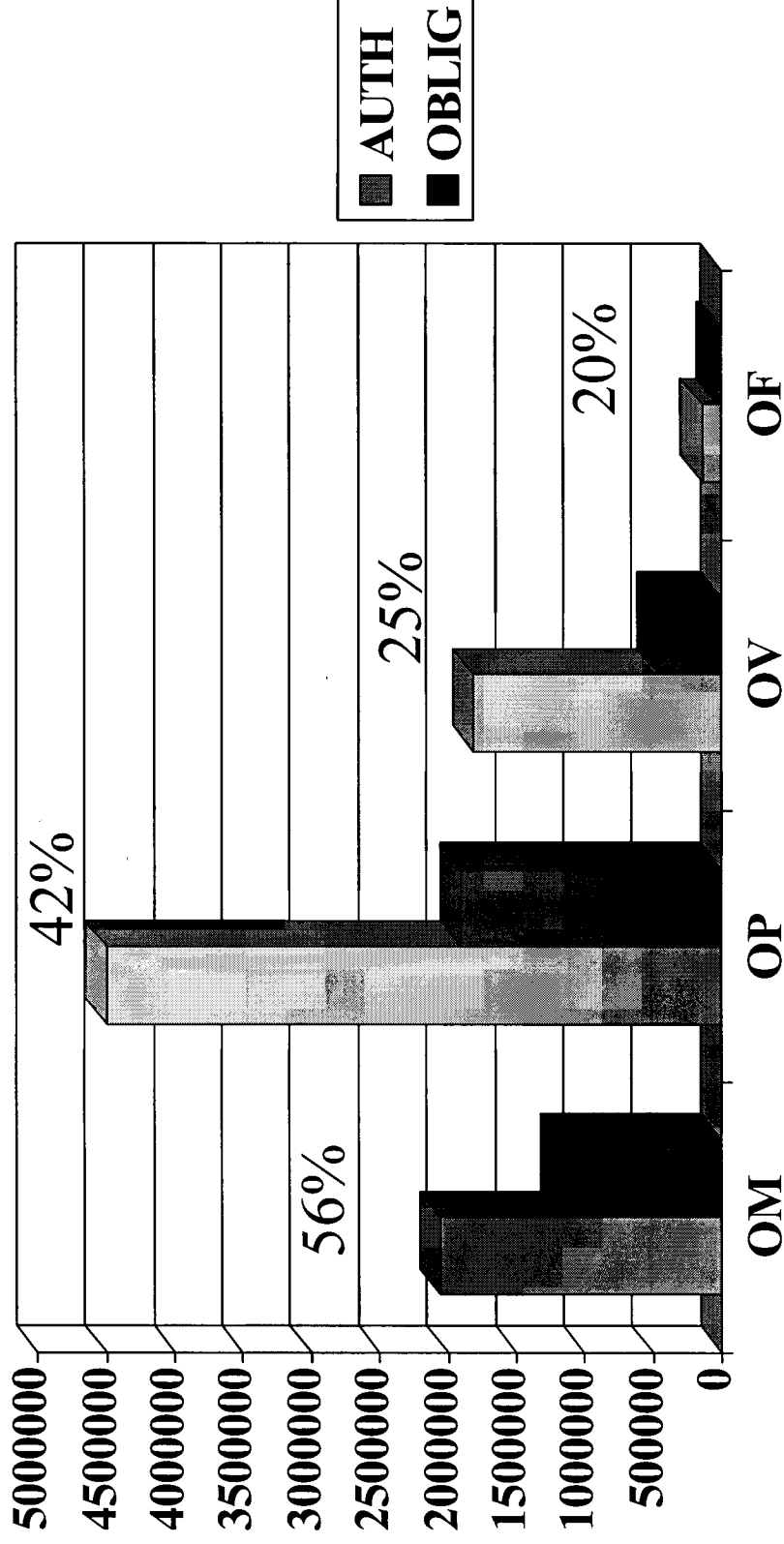
All Processes must be completed by 7 May 2001

Status of ISO processes identified to be documented. As of 19 April 2001	Potential process	Scheduled Process	In work process	Completed process
Academic Directorate				
Accreditation - Non Technical Courses NSHS-OA-002	X	X	X	
Curricula Development/Review NSHS-OA-003	X	X	X	
Nomination Process NSHS-OA-004	X	X	X	
Registrar Database NSHS-OA-001	X	X	X	
Training and Development	X	X	X	
Medical Corps Programs Directorate				
Education Application, Placement and Selection Board	X	X	X	
Course/Conference Funding	X	X	X	
Certification Examination Funding	X	X	X	
Reimbursement	X	X	X	
MC/NC CE Accreditation Authority	X	X	X	
HPSP Professional Review Board	X	X	X	
NADDs GME	X	X	X	
FAP GME	X	X		
Obligated Service Determination	X	X	X	
Finance Directorate				
Command Budget Process.	X	X	X	
Travel Credit Card	X	X	X	
Staff Travel Process	X	X	X	
Non NSHS Travel Process	X	X	X	
Program Management Directorate				
CIP Clinical Investigation Protocol Review	X	X	X	
CIP Investigator Requests for Travel	X	X		
CIP Issuance/Renewal of DOD Assurances	X	X	X	
Joint Medical Education Skills Development Program	X	X	X	
CIP Site Inspection for Local Approval Authority	X	X	X	
Support Services Directorate				
Admin/Academic Review Board	X	X	X	
Annual Training Management (HPSP)	X			
Approval and Purchase	X	X	X	
Controlled Correspondence Taskers (Congressional)	X	X	X	
Dental Assessments Program Management	X			
Employee recruiting and hiring.NSHS-OS-001	X	X	X	
Equipment Management	X	X		
Invoice Payment / Tracking	X	X		
Information System Executive Board (ISEB)/IT				
Management of Civilian Performance Appraisal	X	X		
Management of Instruction	X	X		
Manpower Reporting and Reconciliation	X			
Medical Records Management (HPSP/FAP)	X	X	X	

Note: Process isn't completed until (Approval Authority) has signed it off.

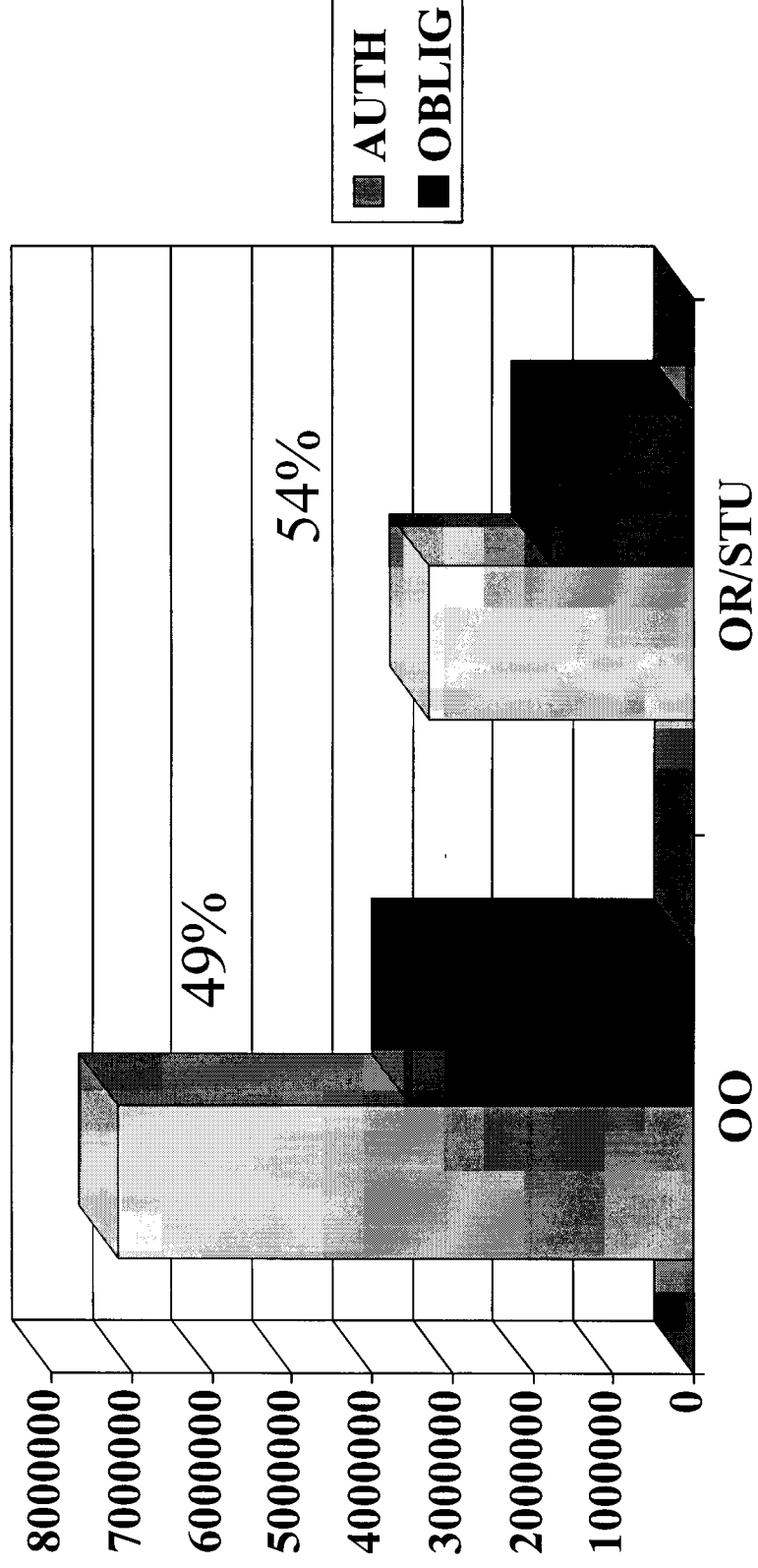
ENCLOSURE (1)

FY01 MID YEAR

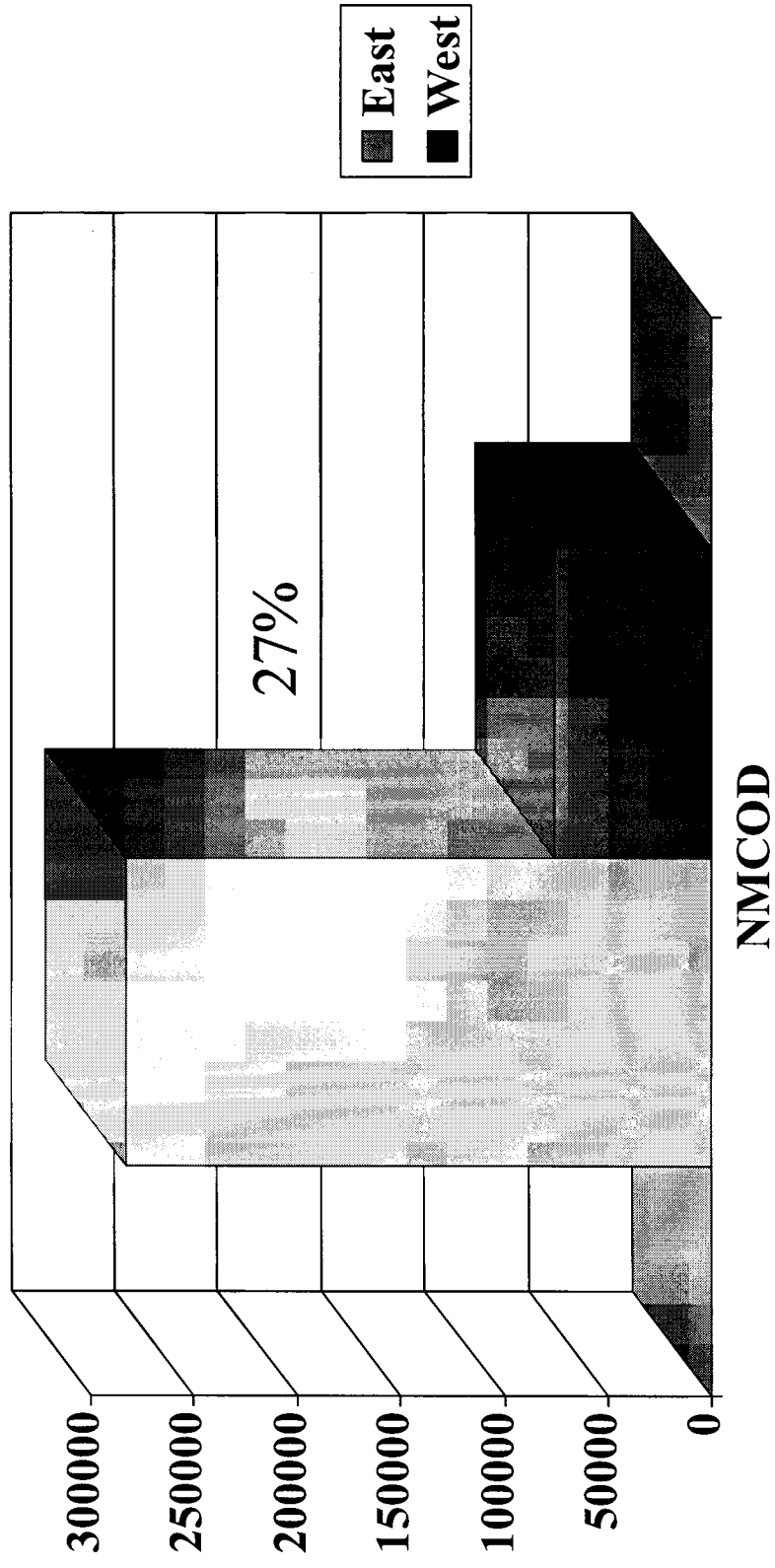


ENCLOSURE

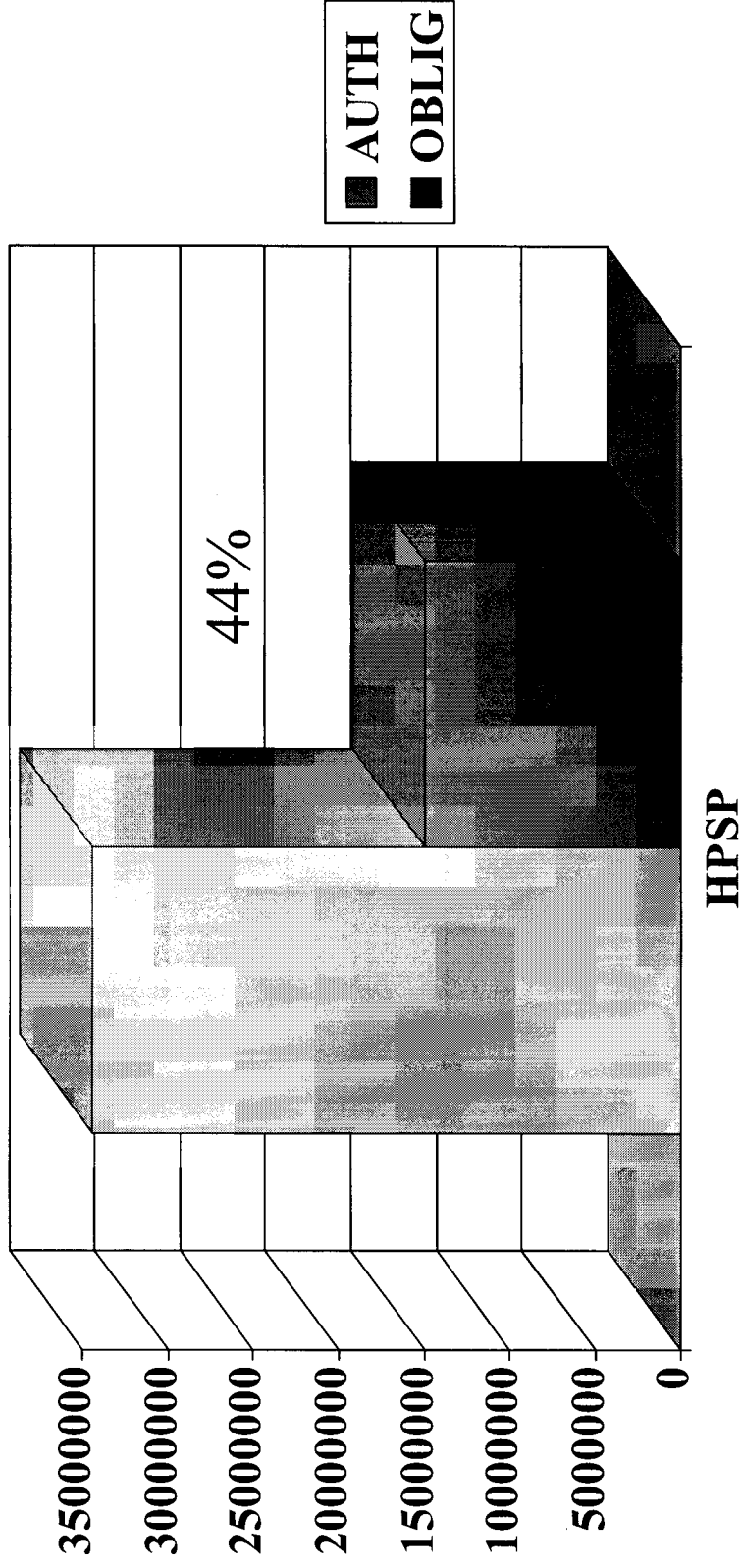
FY01 MID YEAR



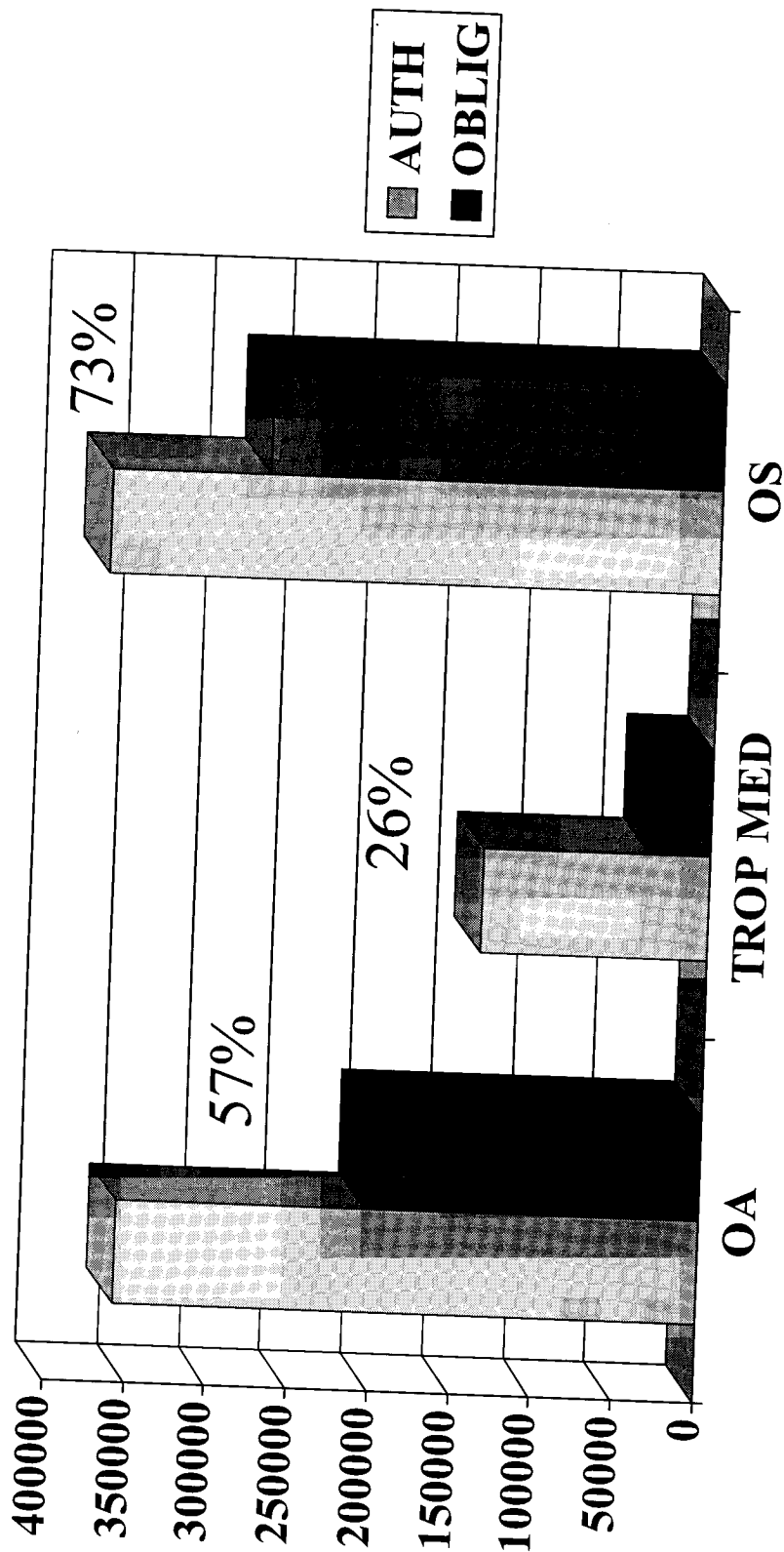
FY01 MID YEAR



FY01 MID YEAR



FY01 MID YEAR



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Navy Active Delay Subspecialty Management	X	X	X	
Overseas screening	X			
Pay Records Management	X			
Position Management	X			
Processing Civilian Position Actions	X	X		
Purchase Card Program	X	X		
Reimbursement Management (HPSP)	X			
Report Control	X	X		
Security Monitoring / Tracking	X			
Service Record management	X			
Tuition Management (HPSP portion only)	X	X	X	
Tuition payment NSHS-OS-006	X	X	X	
Web Site Design, Maintenance, Management	X	X		
Visual Information Directorate				
Interactive Multimedia Development/Production Process	X	X	X	X
Medical Graphic Arts Department Processes	X	X	X	X
Medical Photography Department Processes	X	X	X	X
AV Production Process	X	X	X	X
Project Officer Production Process	X	X	X	X
Visual Information Management Process	X	X	X	X
Video-Teletraining Division Process	X	X	X	X
Inter-Directorate Process				
Quality manual NSHS-001	X	X	X	
Document Control NSHS-002	X	X	X	X
Strategic Planning NSHS-003	X	X	X	X
Corrective and Preventive Actions NSHS-004	X	X	X	X
Customer Evaluation NSHS-005	X	X	X	
Internal Audit NSHS-006	X	X	X	

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